

**President**  
Wendy Piper  
Grafton County Commissioner

**Vice President**  
Cathy Stacey  
Rockingham County Register of Deeds

**Treasurer**  
Chuck Nickerson  
Rockingham County Finance Director

**Bylaws Chair**  
Chris Coates  
Cheshire County Administrator



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**Immediate Past President**  
Chuck Weed  
Cheshire County Commissioner

**At-Large**  
Toni Pappas  
Hillsborough County Commissioner

**At-Large**  
Ross Cunningham  
Merrimack County Administrator

## 2.16.2024 Executive Committee Meeting Minutes

### **I. Call to order**

- a. Commissioner Piper calls the meeting to order at 10:04 AM finding a quorum fit to conduct business.
- b. Ms. Horgan calls the roll: Superintendent Sean Eldridge (via Lt. Brian King proxy), Administrator Chris Coates (via Administrator Coates proxy), Administrator Kathryn Kindopp (via Commissioner Englund proxy), Treasurer Chuck Weed (via Commissioner Englund proxy), Director Sheryl Trombly (via Commissioner Englund proxy, virtual viewing), Attorney Carolyn Kirby (via Commissioner Pappas proxy), Administrator Chad Monier (via Commissioner Pappas proxy), Administrator David Ross (via Commissioner Pappas proxy), Administrator Ray Bower (via Commissioner Pappas proxy), Commissioner George Maglaras (via Commissioner Pappas proxy), Commissioner Deanna Rollo (via Commissioner Pappas proxy), Commissioner Robert Watson (via Commissioner Pappas proxy), Dr. Tory Jennison (via Commissioner Pappas proxy), Director Linda Matchett (via Lt. Brian King proxy), Administrator Ross Cunningham (via Superintendent Cushman proxy), Director Sara Lewko (via Superintendent Cushman proxy), Administrator Louise Belanger (virtual participation), Superintendent Ben Champagne (virtual participation), Administrator Julie Libby (virtual participation), Commissioner Martha McLeod (virtual participation), Register Cathy Stacey (virtual participation), Commissioner Omer Ahern, Jr. (via Commissioner Piper proxy, virtual viewing), Administrator Laura Mills (via Superintendent Champagne proxy, virtual viewing), Administrator Richard Leboeuf, Commissioner Robert Englund, Commissioner Wendy Piper, Commissioner Toni Pappas, Commissioner Bob Rowe, Superintendent Travis Cushman, Director Alison Kivikoski, Director Chuck Nickerson of the NHAC Executive Committee. Danielle Duchesne, Kate Horgan, and Jim Monahan of the Dupont Group.

### **II. Pledge of Allegiance**

- a. Director Nickerson leads the Executive Committee in the Pledge of Allegiance.

### **III. Primex Presentation: “New Times, New Needs: The importance of adapting to an everchanging cybersecurity environment” - Sarah Cote and Mary Beth Purcell**

- a. Mary Beth Purcell explains that cyber security incidents are on the rise and provides resources for the counties to prevent, assess, and reverse cybersecurity incidents.

**IV. Approval of past meeting minutes (January 19, 2024)**

- a. Commissioner Piper presents the minutes from the January 19 meeting of the Committee. Superintendent Henry makes a **MOTION** to approve the minutes. Director Kivikoski **SECONDS** the **MOTION**. Commissioner Piper invokes unanimous consent, and hearing no objection, the **MOTION PASSES**.

**V. Financial Update – Chuck Nickerson**

- a. Treasurer Nickerson provides a financial update and explains that over half of the revenue is recorded for the year already. On expenses, one stand-out item is that another deposit has been made to the Mt. Washington Hotel. Superintendent Henry makes a **MOTION** to accept the financial report. Superintendent Cushman **SECONDS** the **MOTION**. Commissioner Piper invokes unanimous consent, and hearing no objection, the **MOTION PASSES**.

**VI. NHAC Credit Card – Chuck Nickerson**

- a. Director Nickerson explains that Citizens Bank has issued the Association Association a credit card in the name of the President, Commissioner Wendy Piper, with a credit limit of \$10,000. Director Nickerson requests that the card be reduced to a \$2,000 limit and that a second card be issued in the Treasurer's name, Director Chuck Nickerson, with a \$10,000 limit. Superintendent Henry makes a **MOTION** to approve Director Nickerson's request. Commissioner Englund **SECONDS** the **MOTION**. Commissioner Piper invokes unanimous consent, and hearing no objection, the **MOTION PASSES**.

**VII. NHAC Election Year**

- a. Horgan reminds the body that 2024 is an election year for the Association. Commissioner Piper, Commissioner Pappas and Administrator Coats have reached their term limits in their current seat and will have to move to new positions or take a one-term break in accordance with the bylaws. Those interested in running should speak with Register Stacey. The election will be held at the December meeting.

**VIII. Executive Committee appointments**

- a. Carroll County has appointed MVC Administrator Richard Leboeuf to the Executive Committee.

**IX. HealthTrust Appointment**

- a. Register Stacey explains that her term on the HealthTrust Board is ending in December 2024 and a replacement is needed.
- b. Register Stacey explains that the Board meets every month (usually the third Thursday of every month for roughly 6 hours) to determine rates, discuss upcoming programs, etc.
- c. Director Kivikoski expresses interest in the position. The Association will take this to a vote in November 2024.

**X. HR Bylaws**

- a. Following the Association’s bylaws Section III1. b.5. Affiliate must seek “approval for initial bylaws and amendments thereafter by the Executive Committee.” Director Kivikoski presents the HR Affiliate Bylaws for approval. Superintendent Henry makes a **MOTION** to approve the updated bylaws. Director Nickerson **SECONDS** the **MOTION**. Commissioner Piper invokes unanimous consent, and hearing no objection, the **MOTION PASSES**.

**XI. Annual Conference**

- a. Ms. Duchesne explains that Rumford Management staff and Coos County have met to begin the planning process. Save the date information was sent out on February 15. Hotel room block information is available online and open for booking. Due to the high cost of food, it is likely that registration rates will experience a small increase, though the full conference rate has not increased in at least 5 years.

**XII. Legislative Conference**

- a. Ms. Horgan explains that registration is still open and recommends that counties register at least three more folks each so that sponsors see value in the event.
- b. Ms. Duchesne explains a registration bonus offered by NACo: After you register for NH Association of Counties’ Legislative Summit, you are eligible for discounted registration for enrollment with the NACo High Performance Leadership Academy. Instead of the regular \$1,995 rate, pay only \$1,500 to enroll.

**XIII. County-State Finance Committee update – David Ross**

- a. Ms. Horgan explains that the next meeting of the Committee will be in April.

**XIV. State Government updates**

- a. Ms. Horgan explains that the legislative report has been sent to the Executive Committee. Ms. Horgan highlights CACR 11 regarding retirement age for sheriffs; HB 1428; cannabis bill; HB 1098 regarding delivering ballots to elder care facilities; nurse licensure bills; HB 1270; HB 1002 regarding right-to-know; HB 1345 regarding 4-year terms in Coos County.

**XV. Affiliate updates**

- a. Corrections: Superintendent Henry explains that the Affiliate has not met, but the Affiliate members are communicating about bills.
- b. Commissioners Council: Ms. Horgan explains that the next meeting will likely not be until the Conference.
- c. County Attorneys: Ms. Horgan explains that the County Attorneys met with the AG’s office to discuss Felonies First.
- d. Deeds: Register Stacey explains that the Affiliate met on Wednesday to discuss electronic signatures.
- e. Sheriffs: No report.
- f. Human Resources: Director May explains that several educational sessions are scheduled: generational workforce gap, handling mental health environment, legal update on employment law.
- g. Administrators: Director Nickerson explains that counties should have submitted applications to DHHS for MAT funding by February 12. Administrator Coates explains that an emergency management director may be needed to apply for

grants. Director Nickerson explains that solar arrays may require additional insurance above what Primex covers.

- h. Nursing Homes: Administrator Leboeuf explains that the Affiliate met yesterday to discuss inconsistency in survey deficiencies and how the Affiliate should meet in the future (virtual or in-person).

**XVI. Other business**

- a. Ms. Horgan explains that counties must ensure their records are updated to receive/send mail, tax documents, etc.
- b. Commissioner Pappas reports on the NACo Legislative Conference and the Hill Day meetings. Commissioner Piper explains that she found a NACo resource, “County Economies 2024: Under the Hood of National Economic Trends,” very valuable and insightful.
- c. Ms. Horgan explains that Commissioner Spaulding has passed away.
- d. Superintendent Henry asks about offering trainings to those who cannot attend the Annual Conference.

**XVII. Next meeting**

- a. The next meetings of the Executive Committee will be at Primex on:
  - i. Friday, March 15, 2024
  - ii. Friday, April 19, 2024
  - iii. Friday, May 17, 2024
  - iv. Friday, June 21, 2024
  - v. Friday, Sept. 20, 2024
  - vi. Friday, Oct. 18, 2024
  - vii. Friday, Nov. 15, 2024
  - viii. Friday, Dec. 20, 2024

**XVIII. Adjournment**

- a. Director Kivikoski makes a **MOTION** to adjourn the meeting. Superintendent Henry **SECONDS** the **MOTION**. Commissioner Piper invokes unanimous consent and hearing no objection, the **MOTION PASSES**.

*Minutes prepared by Danielle Duchesne on February 16, 2024.*

*Minutes approved on March 15, 2024. \_\_\_\_\_.*